

The Deputy Director

Central Intelligence Agency

78-6548/2

DD/A Registry

78-4004/3

Washington, D.C. 20505

December 8, 1978

DD/A Registry
78-4004/3
Medical

STATINTL

[REDACTED]

As you will note from the attachment, I am enthused about a fitness program in the Agency. The Directorate of Administration analysis of the costs of such a program is, unfortunately, hard to dispute. Space and people are particularly critical at this time.

I am pleased with the upgrading of current facilities and endorse DDA awareness of the need for such a program. I will continue to look for opportunities to improve existing facilities in addition to asking DDA to review the educational aspect of your suggestion.

Thank you for your interest.

Sincerely,

STATINTL

[REDACTED]

Frank C. Carlucci

Attachment

STATINTL

78-6548/1

[REDACTED]

OSI/LSD/BSB
Room 6F-24, Hqs.

STATINTL

SA/DDCI [REDACTED] skm (7Dec78)

Distribution:

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4002
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DD/A Registry
File *Medical*

DD/A 78-4004/1
20 NOV 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Michael J. Malanick
Acting Deputy Director for Administration

SUBJECT: Physical Fitness Program

REFERENCE: ER 78-6548 w/Attachment
(Employee Suggestion 78-339)

STATINTL

1. You indicated an interest in the proposal of [REDACTED] to establish a Physical Fitness Program. Actually, the Office of Medical Services has been interested in establishing a program for some time and has done considerable study toward its implementation. Several fitness facilities were visited, a review was made of programs in government and the private sector, and consultation was held with Dr. Richard Keelor, Ph.D., Director of Program Development, President's Council on Physical Fitness. Consideration was given to establishing a specific objective for the OMS FY'79 MBO Program, but because of lack of resources cited below, no program is currently under way.

2. Three basic reasons contribute to the lack of an ongoing Physical Fitness Program: 1) additional people will be required to manage and monitor the program. For example, Dr. Keelor recommends five full time and two part time personnel in addition to OMS physicians who would monitor the program. Obviously, we could do with fewer but any increase is not compatible with the emphasis on holding the line or reducing ceiling; 2) funding to pay salaries and purchase new gear and equipment would be sizeable. For a program such as Dr. Keelor suggests \$180,000 is considered about right, and 3) last but far from least - in fact it is probably the single overriding factor - identifying adequate space to conduct an Agency-wide program. As you know, we are desperately seeking GSA assistance in locating some 85,000 sq. ft. to relieve the anticipated needs in headquarters buildings. There simply is not additional space that could be converted at this time to a Physical Fitness Program.

3. On the positive side, we have had an Office of Logistics architect develop a plan for considerably improving our present facility. Approval has been given to proceed with

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the renovations which will increase locker space to accommodate 60 rather than 18 and to locate the dressing room adjacent to the showers and slightly increase the size of the exercise room. The completion date is estimated at about 1 February 1979.

4. We will continue to look at ways to improve the physical fitness of our employees but feel that without adequate resources we are doing about all that can be expected.

/s/ Michael J. Malanick
Michael J. Malanick

Att
(Ref Returned)

STATINTL

Originator: [REDACTED] EO/DDA;se 17 Nov 78

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24 August 1978

STATINTL

MEMORANDUM FOR: [REDACTED] M.D.
Chief, Clinical Activities Division

STATINTL

FROM : [REDACTED] M.D.
Chief, Health Services

SUBJECT : ~~MBO Objective~~, Physical Fitness Program

Government agencies have been encouraged by Congressional legislation by the President's Council on Physical Fitness and by the Public Health Service to establish physical fitness facilities for their employee's. Section 7901A of the Title V, United States Code states, "the head of each agency of the government may establish a health service program to promote and maintain the physical fitness of employee's under his jurisdiction."

In recognition of this, the Agency has considered a physical fitness program during the past months. It is proposed that a pilot study be initiated, using the present physical fitness facilities, obtaining some additional equipment, utilizing the services of a medical physician currently on the staff (1/3 to 1/2 of his time), and in addition, hiring one individual with physical education background with a strong interest in physical fitness to carry out the program.

The pilot program would include:

1. Structured exercise for a designated number of individuals; namely, fifty.
2. Group exercise classes under the direct supervision of the physical education instructor.
3. A formal jogging program which is structured, i.e., a prescribed jogging course but not under direct supervision.

The entire physical fitness program should be under the Office of Medical Services. Enrollment in any aspects of the program, i.e., jogging, group exercises, individual structured exercises, should be based on:


1. The personal physician's review of the employee's physical condition and recommendations, and no

- history of contraindicated medical problem.
2. Written permission from the private doctor and verification of no contraindicated medical problems.
 3. Each employee over the age of 50 should have a yearly physical in his employee health chart or every two years if he is under the age of 50.
 4. Each individual enrolled in the project should have an interview with the medical officer in charge of the program.
 5. The physical exercise specialist would set up goals for each individual in the structured exercise program, taking into consideration the private physician's recommendations and monitoring these goals.

The structured program would utilize current equipment in the exercise room plus adding several other stations so that it would have a treadmill, wall pulley, balance beam, bar bells and weights, stationary bicycle, rowing machine, medicine ball, jump rope and chinning bar. In the structured program, each individual would work at each station for a prescribed number of minutes working toward a goal which is dependent upon the individual, i.e., jump rope 30-50 jumps. The individual and the exercise specialist will set up goals for each exercise station. A card indicating the individual's progress will be kept. The individual will normally exercise three times weekly.

The medical officer in charge of the program would have administrative responsibility for estimating the utilization of the physical fitness program. The physician would help in its administration and planning for enlarging or modifying the current capabilities. In addition, the physician would have the responsibility for interviewing each individual enrolled in the pilot study. STATINTL

LAS/msp



DE/AL
78-4004/2

15 June 1978

MEMORANDUM FOR: Director of Medical Services

FROM : [REDACTED] M.D.
Chief, Clinical Activities Division

SUBJECT : Physical Fitness Program

1. The idea of establishing a Physical Fitness Program for the Agency has been under study for several months. The rational, need and authority for a Physical Fitness Program appears to be well founded. Section 7901 (a) of title 5, United States Code: "The head of each agency of the Government of the United States may establish ... a health service program to promote and maintain the physical and mental fitness of employees under his jurisdiction." The President stated in Executive Order 11807 of 28 September 1974: "As the Nation's largest employer, the Federal Government has a special obligation to set an example for all employers by providing for a safe and healthful working environment for its employees."

2. The President's Council on Physical Fitness and Sports has recommended that heads of agencies in the Federal Government recognize the importance that the contributions of regular exercise can make the job performance as well as employee health and do whatever in their power to make provisions for Federal employees to participate in either on-the-job exercise programs or exercise programs after duty hours. Exercise rooms, showering and dressing facilities should be provided wherever feasible.

3. The United States Public Health Service strongly supports the Council's recommendation since authority exists for Federal agencies to promote and maintain physical fitness for their employees.

4. Several fitness facilities have been visited in recent weeks and programs reviewed. The fitness facility in Headquarters is very limited and, of course, a genuine program does not exist.

5. A Physical Fitness Program should be clearly distinguished from a recreational program or employee extracurricular activities even though these recreational activities may contribute to physical fitness.

6. In order to systematically study the feasibility of establishing a formal Physical Fitness Program, an MBO for 1978 has been underway. The following paragraphs reflect the initial MBO efforts.

7. GOAL: Enhancement of the health status, general well being and productivity of individual employees, thereby increasing the overall effectiveness of the CIA.

8. OBJECTIVES:

a. Provide a physical fitness educational program that:

- (1) will inform all employees of the beneficial effects of exercise and physical fitness;
- (2) will alert them to the opportunities that are available for them to participate, and
- (3) will motivate them to become actively involved.

b. Evaluate the individual employee's physical status, especially the cardiovascular and neuromuscular systems.

c. Prepare an individualized exercise prescription based on the physical status evaluation and personal fitness goals.

d. Conduct a comprehensive conditioning program that would permit participation by as many employees as possible whether open or supervised, indoors or out, with equipment or without, individually or in groups, etc.

e. Monitor individual progress, reevaluate and change prescriptions as indicated. Provide feedback to the employee.

f. Provide counseling for employees regarding exercise and the related areas of nutrition and weight control.

9. The Program should be thoroughly planned and systematically introduced over a period of time. It is envisioned that it would eventually be broad enough to include all of the Agency, outlying facilities and overseas as well as Headquarters. It would also include trainees and where appropriate dependents. It should be comprehensive and flexible enough to afford maximum opportunity for all interested employees. Therefore, both individual and group programs, both open and supervised programs, and a variety of approaches such as jogging, cycling, etc. should be developed.

10. The magnitude of the Program should be resource determined rather than limited by programmatic considerations. For FY 1980 under the enhanced level decision package, we requested two positions to support this effort. This would hardly permit moving beyond present capabilities. The program director on the President's Council on Physical Fitness recommends a Health/Fitness Director, three full-time Exercise Technicians, two part-time Exercise Technicians and clerical assistance as a minimum staff for a good program for a federal agency. Capital outlay for equipment would probably be under \$20,000. The most difficult and most expensive aspect of the program would be selection and renovation of space for exercise, showers, lockers, etc. Physical evaluations, prescriptions and counseling aspects would most likely have to be provided by reorientation of our present staff.

11. Although a Physical Fitness Program of the magnitude that I have proposed appears to be extremely costly, I believe that it is important for this Agency to have one. I also believe that it should be supervised by the Office of Medical Services and that now is a good time to submit the proposal. Accordingly, it is recommended that this Program be presented to the DDA either as an independent proposal or as an Office Level MBO. STATINTL



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7 November 1978

MEMORANDUM FOR: Executive Officer, DDA

FROM:

[REDACTED]
Executive Officer,
Office of Medical Services

SUBJECT: Physical Fitness Program

1. In FY 1978 the Office of Medical Services developed an objective to study the feasibility of establishing a Physical Fitness Program for the Agency. The results of that study indicated that given the necessary resources a comprehensive Physical Fitness Program was both feasible and desirable. It was because of the amount of resources required that the development of a Program was not included in our FY 1980 Program Call. We felt it more prudent to request resources needed to support the already-experienced increase in demands on our ongoing programs.

2. The study included visits to several physical fitness facilities, a review of programs in government and the private sector, and consultations with Richard Keelor, Ph.D., the Director of Program Development, President's Council on Physical Fitness.

3. Dr. Keelor recommends a health fitness director, three full-time exercise technicians, two part-time exercise technicians, and a clerical as a minimum staff for a good program for a federal agency. To that we would add a full-time physician and a physician's assistant. In terms of resources, this translates into seven full-time employees (\$151,000) and two part-time employees (\$16,000). Capital outlay for equipment would run about \$20,000 for a total of \$187,000 for personnel and equipment. The selection and renovation of space for

SUBJECT: Physical Fitness Program


exercise, showers, and lockers, in our opinion the most difficult and expensive aspect of the Program, would require additional resources.

4. Given the necessary resources (excluding the time required for selection and renovation of space), we estimated that a comprehensive Physical Fitness Program could be developed and implemented in nine to twelve months.

STATINTL

STATINTL

cc: C/CAD/OMS



7 November 1978

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signed

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